

Senior Procurement Specialist

Job Level	4	Job reference No.	11411
		Role review date	04/25
Directorate	ISD	Service/Function	Corporate Procurement
Reports to	Category Manager		

Scale and scope of role

Direct reports	None	Indirect reports	None
Budgetary responsibility / accountability	TBC	Accountability for other resources	N/A
Reach and impact	The post holder will lead, manage, oversee and proactively deliver end-to-end procurement strategies in collaboration with our key stakeholders, ensuring all goods, services and works are fit for purpose, deliver sustained value and are aligned to our strategic objectives.		

Context

We help anyone, anywhere in the UK and around the world, get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the global Red Cross and Red Crescent humanitarian network.

Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Purpose of the role

The purpose of this post is to lead on assigned strategic procurement project(s) in collaboration with internal key stakeholders. This shall include leading stakeholder groups and providing expert advice on the end-to-end procurement lifecycle. Provide procurement expertise and commercial acumen by reviewing existing commodities and legacy contracts; and defining tender specifications and procurement documentation to ensure best value is achieved for the Red Cross.

The Senior Procurement Specialist shall fully support and assist the Procurement Manager in leading and managing the strategic procurement of various commodity requirements for the Red Cross, to ensure all aspects of procurement and supplier management is carried out in a capable, thorough and professional manner in order to achieve the business targets, mitigate risk and ensuring value for money, savings and efficiencies.

Additionally, the Senior Procurement Specialist shall provide effective support of the Procurement Specialists where required.

Main responsibilities

Contract Strategy

- Responsible for collaborating with key business partners and internal stakeholders to jointly develop and implement strategic procurement strategies and objectives that meet the organisation's business needs within an agreed timeframe and demonstrate best value for our beneficiaries.
- Lead stakeholder engagement groups to help ascertain business and stakeholder requirements.
- Demonstrate proactive stakeholder engagement, influencing skills and development skills, whilst demonstrating a robust knowledge of the end-to-end procurement lifecycle.
- Develop and implement strategic procurement strategies for assigned projects that will deliver maximum value for money, mitigate risk and ensure consideration of whole life costing.
- Able to write procurement strategies and governance papers in a clear and concise manner, conscious of the audience, which will often be either the Directors or Governance Boards.
- Understand external market conditions and apply these to procurement exercises to ensure best value is achieved by the tender process.
- Ensure consideration and compliance with all applicable legal and regulatory requirements.
- Able to analyse and undertake an option appraisal that identifies the most appropriate route to market.
- Liaise with other purchasing bodies to identify areas of collaboration.

Procurement Service

- Follow the agreed procurement strategy by working and consulting with key stakeholder to establish, manage and create strategic tender documentation. This will include Invitation to Tender, Request for Proposal/Quotation (ITT/RFP/RFQ).
- Ensure documentation is compliant with the Society's procurement procedures and procurement best practices, including Ethical and Sustainable Procurement.
- Ability to deliver complex tender exercises, including high-value contracts, single and multi-lot framework agreements and dynamic purchasing systems.
- Conduct post tender negotiation and understand/undertake negotiation strategies and be able to use them to full effect and identify opportunities for added value.
- Meet savings targets as agreed with the Procurement Manager.
- Evaluate tender submissions with key stakeholders ensuring that tender requirements (bid selection and award criteria) are evaluated on a transparent basis.
- Ability to advise and manage all areas of the procurement process.
- Produce Contract Authorisation Reports that illustrate the rationale behind contract recommendations.

Supplier Management

- Provide contract management expertise to business partners ensuring procurement involvement on all strategic contract matters.
- Develop supplier relationships that enable contract and supplier management that minimises risks and improves performance.
- Negotiate and develop mutually agreeable performance monitoring mechanisms, including Service Level Agreements and Key Performance Indicators.
- Develop and assist the management and mobilisation of new contracts, framework agreements and dynamic purchasing systems.
- Proactively manage supplier performance and take remedial action to improve performance where necessary, including the development of Improvement Plans.

Purchase to Pay

- Have an understanding of the 'Purchase To Pay' process and consider this when awarding contracts.
- Able to solve issues and make improvements within the Purchase To Pay process

Team Member

- Actively participates in all team meetings
- Supports other team members
- Adheres to all BRC policies and procedures
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

Pre- engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales - Disclosure and Baring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

Drivers Checks

> Required No

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate and we want you to be able to bring your authentic self to the Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness

Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
Knowledge and Skills	Essential	<ul style="list-style-type: none"> Educated to degree level or equivalent <p>Demonstrate a knowledge base in a range of the following:</p> <ul style="list-style-type: none"> Proficient in using MS Office products Strong analytical and problem solving skills Ability to collect, manipulate and deliver data that delivers insightful management information 			
	Desirable	<ul style="list-style-type: none"> Chartered Institute of Procurement and Supply (CIPS) - (or must be willing to work towards) Positive and strategic thinker; Strong communication and report writing skills Highly organised and able to deal with demanding workload Meticulous attention to detail Innovative and creative thinking 			

Experience	Essential	<ul style="list-style-type: none"> • Proven experience of managing, coordinating and delivering projects throughout the procurement lifecycle • Technical ability to lead stakeholder engagement groups and/or project steering group. • Ability to negotiate and award contracts in accordance with procurement policy, procedure and standards. • Ability to develop and negotiate performance monitoring mechanisms including SLA's / KPI's and Improvement Plans. • Appropriate knowledge of relevant markets, products and services. Able to identify changes and developments in the market place and their potential impact on Society. • Strong knowledge of Sustainable Procurement. • Ability to produce Contract Authorisation Reports outlining the rationale behind the procurement recommendations. • Ability to manage contracts delivering auditable savings results • Experience of operational contract and supplier management. • Experience of and capability in financial management. 			
	Desirable	<ul style="list-style-type: none"> • Managing client relationships and expectations • Ability to develop and implement appropriate supplier relationship, contract management and development strategies. • Applied knowledge of benchmarking and performance management. • Experience of managing multiple projects simultaneously • Experience of managing change in a complex environment. 			

Behaviours	<ul style="list-style-type: none"> • Ability to work as part of a multi-disciplinary team • Understands the broader environment and uses knowledge to deliver results • Promotes and delivers significant change • Proactively builds collaborative relationships internally and externally • Builds team commitment and engagement • Strong communication and influencing skills 			
Additional requirements	<ul style="list-style-type: none"> • Ensures inclusive practice and promotes diversity • The post will be working within a national remit and may require travel to any location and work outside normal hours on occasion; 			

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.